

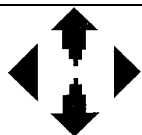
**Application for Admission to the  
Hubert H. Humphrey Fellowship Program  
For Mid-Career Professional study  
In the United States  
2003-2004 Program**

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UNITED STATES  
DEPARTMENT OF STATE

INSTITUTE OF  
INTERNATIONAL  
EDUCATION



# Bio-Sheet A

# 1

TYPE OR COMPUTER-GENERATE IN ENGLISH ONLY USING BLACK INK

1. NAME OF APPLICANT (enter full name; underline family name)

- ☐ Mr.  
☐ Ms.  
☐ Dr.

4. SEX: ☐ Male ☐ Female

5. PLACE OF BIRTH (city or town and country).

2. PERMANENT ADDRESS OF APPLICANT

6. DATE OF BIRTH	Month	Day	Year

7. COUNTRY OF PRESENT CITIZENSHIP

Telephone number: \_\_\_\_\_ Fax: \_\_\_\_\_  
(city code) (number)

e-mail address: \_\_\_\_\_

8. COUNTRY OF PRESENT RESIDENCE

3. POSTAL ADDRESS OF APPLICANT (If same as above, write 'same')

9. INDICATE YEAR & COUNTRY OF ANY PREVIOUS FULBRIGHT GRANTS (If none, write 'none'.)

10. EDUCATION: List **all post-secondary** educational institutions attended, beginning with the most recent, including any in which you are currently enrolled. Copies of diplomas, academic transcripts, certificates, and their English translations should be attached

Name of institution, university or professional school, and location	Major field(s) of study	Dates attended (month and year)		Actual name of diploma or degree (do not translate)	Date received or expected
		From	To		

11. Name your **most significant** publications/honors/awards/projects/other accomplishments.

12. CURRENT OCCUPATION

Name and address of employer

Job Title

Dates of Employment

(month and year)

13. GIVE A 50-WORD SUMMARY OF YOUR PROPOSED PROGRAM PLAN (more complete plan to be outlined on page 3).

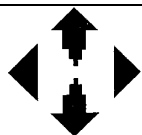
FOR IIE USE ONLY:

STATUS OF CANDIDATE: Principal \_\_\_\_\_ Alternate \_\_\_\_\_ Ranking \_\_\_\_\_ Placement \_\_\_\_\_

FOR FSB USE ONLY: Approve \_\_\_\_\_ Disapprove \_\_\_\_\_ Abstain \_\_\_\_\_

COMMENTS:

FSB NAME (print) \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_



# Bio-Sheet B

# 2

**TYPE OR COMPUTER-GENERATE IN ENGLISH ONLY USING BLACK INK**

14. Describe your current job responsibilities:

15. Previous positions held (begin with most recent):

Name & address of employer	Job Title	Dates of Employment From (in years)To	

16. Please indicate your computer proficiency and level of skill in word processing, spreadsheets, electronic mail, etc.  
Please be specific.

17. Please indicate countries outside your own, including the United States, in which you have lived, traveled, or studied. Please list dates (months/years) and reasons for each visit.

Country visited	Reason for visit (e.g. study, work, tourism, conference)	Dates of Visit From (mo./yr.) To (mo./yr.)	

18. Persons to be notified in case of emergency.

**In home country:**  
Name/address

Telephone:  
Relationship:

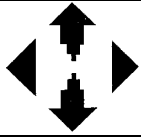
**In the United States:**  
Name/address

Telephone:  
Relationship:

**I certify that all information given in this application is complete and accurate to the best of my knowledge. I acknowledge that I have completely read and understood the *Information and Application Instructions* and I agree to comply with all regulations described there. I also agree to return to my home country upon the expiration of my program in the United States of America.**

Date

Signature of Applicant (You must sign here in ink)



# Program Plan

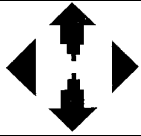
3

**TYPE OR COMPUTER-GENERATE IN ENGLISH ONLY USING BLACK INK**

Name of Applicant

Country

19. (1) Please describe your major area of interest and explain how this area addresses the specific development needs of your country.  
(2) Describe the type of Humphrey program you would like to undertake in order to meet these challenges. Indicate the kinds of academic course work, internship experiences, and/or professional training experiences you would like to undertake.  
(3) Describe how these plans relate to your professional goals and how the acquisition of new knowledge and skills will assist you in meeting the development goals of your country.  
(Please, attach additional sheet if necessary)



# Personal Statements A 4

**TYPE OR COMPUTER-GENERATE IN ENGLISH ONLY USING BLACK INK**

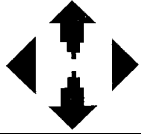
Name of Applicant

Country

Write a paragraph answering each of the following three questions. Please use the space provided.

20. Please describe how you have demonstrated a strong commitment to public service in your professional/personal life (i.e. professional responsibilities, community or civic involvement, etc)

21. Please state your career goals for the next five years and indicate how the training received under the Humphrey Program will contribute to your managerial skills, leadership ability, and commitment to public service.



# Personal Statements B 5

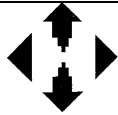
**TYPE OR COMPUTER-GENERATE IN ENGLISH ONLY USING BLACK INK**

Name of Applicant

Country

22. Describe a situation/problem (personal or professional) that required innovation and creativity on your part to solve. What did you do? What was the outcome?





# Personal Information 6

TYPE OR COMPUTER-GENERATE IN ENGLISH ONLY USING BLACK INK

**I. PERSONAL FINANCIAL INFORMATION** (*Indicate all funds in your local currency*)

1. Your annual salary \_\_\_\_\_

Income per year from other sources \_\_\_\_\_

2. Will your salary be continued during your stay in the U.S.?

☐

Yes

☐

No

**II. DEPENDENTS:** The Hubert H. Humphrey Fellowship Program does not provide allowances for dependents. If your dependents accompany you, you will be responsible for providing all travel, adequate medical insurance, and support for them. **English/Orientation Centers cannot accommodate dependents.** Dependents may not arrive until you are settled in your academic program and have found housing (at least 30 days after your arrival at academic placement).

1. Marital status

☐

Married

☐

Widowed

☐

Single

☐

Divorced

1. List the relationships and ages of any persons who will require financial assistance from you during your academic year in the U.S.

2. Will any dependents accompany you to the U.S.?

☐

Yes

☐

No

(If yes, give name(s), relationship(s), date(s) of birth, and state how you intend to provide for them during your year of study in the U.S.)

**III. ACADEMIC PROGRAM**

1. You should not apply for admission by direct application or correspondence with a U.S. university. If, however, you have previously been in contact with U.S. academic institutions concerning graduate study or in your professional context, please give the names of these universities and the persons contacted.

2. If required, will you be able to arrive for English language training in June or July?

Yes ☐

No ☐

3. Will you be able to obtain a leave of absence from your current position for a period of 11 months, or up to 14 months if you require English training? ☐ Yes ☐ No

4. When will you take the Test of English as a Foreign language (TOEFL)?

(if you have not scheduled this test before Nov. 15, 2002, you must notify the Binational Educational Commission or U.S. Embassy in your home country **immediately**).

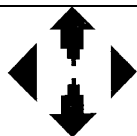
**IMPORTANT**

1. An official TOEFL score (no more than two years old) is required for all countries except the English-speaking Caribbean)
2. You must indicate that you want your TOEFL score reports sent to: Institute of International Education (Hubert Humphrey Fellowship Program) Code Number 9616. You must be sure to indicate this code (9616) on the registration forms or on the answer sheets provided at the time you take the examination.
3. As soon as you receive your TOEFL score, report it to the Binational Educational Commission or U.S. Embassy, which will cable it and mail it to IIE.
4. Please sign below as authorization for IIE to receive your TOEFL score:  
*I hereby authorize the Institute of international Education to receive my TOEFL score report.*

Date

Signature of Applicant (in INK)





# English Language

# 7

TYPE OR COMPUTER-GENERATE IN ENGLISH ONLY USING BLACK INK

APPLICANT'S NAME

COUNTRY OR RESIDENCE

**THIS SECTION TO BE COMPLETED BY APPLICANT**

**A. HISTORY OF APPLICANT'S FORMAL STUDY OF ENGLISH:**

APPLICANT'S NATIVE (HOME) LANGUAGE:

LEVEL	NUMBER OF YEARS	NUMBER OF MONTHS PER YEAR	NUMBER OF HOURS PER WEEK	NATIVE LANGUAGE OF INSTRUCTOR
SECONDARY SCHOOL				
UNIVERSITY				
PRIVATE SCHOOL				

**II. ENGLISH LANGUAGE TESTS**

Indicate the date on which you took or will take the official Test of English as a Foreign Language (TOEFL) : \_\_\_\_\_

**NOTE: Universities require a TOEFL score taken within 2 years or less.**

Indicate the TOEFL score earned: \_\_\_\_\_

In addition, if you have recently taken or are planning to take one of the following English language proficiency tests, please indicate the test date and the score (with TOEFL conversion):

☐ Test of English Language Proficiency (TELP): date: \_\_\_\_\_ score: \_\_\_\_\_

☐ Institutional TOEFL (ITP): date: \_\_\_\_\_ score: \_\_\_\_\_

**Please note: The ALIGU and Michigan Tests are not acceptable as pre-screening tools. The TELP and ITOEFL are only acceptable for initial screening; you still must provide an official TOEFL score report.**

**PRIVATE AND CONFIDENTIAL: Please return to the Selection Committee in the applicant's country. Under no circumstances should the completed form be returned to the applicant**

**THIS SECTION TO BE COMPLETED BY ONE OF THE FOLLOWING (CHECK ONE):**

- A director of courses in English of a Binational Center
- A professor of English as a Foreign Language who speaks English as a his/her native language
- An official of the U.S. Embassy

**PURPOSE OF THIS REPORT:** The person named is applying for a grant to enable him/her to study at an advanced level in his/her field at a university in the United States. Consideration must be given to each applicant's ability in English. This report form seeks a reliable evaluation of the applicant's **present** command of English, including comments as to additional language training, which appears to be necessary.

**METHOD:** Please indicate briefly how the evaluation was conducted. \_\_\_\_\_

**I. ABILITY:** Check the appropriate boxes to indicate your opinion of the applicant's **present** ability in English from the standpoint of the language proficiency **usually needed for effective pursuit of studies at a university in the United States.**

**II.**

**A. Speaks English** (check one):

- Fluently and colloquially
- With ease but stilted
- Haltingly with frequent errors
- No ability

**C. Understands written English** (check one, specify text used):

- Comprehends advanced level material
- Comprehends intermediate level material
- Comprehends elementary level material
- No ability

**B. Understands spoken English** (check one)

- With good compensation
- With some hesitation
- Simple vocabulary only
- Not at all

**D. Expresses thoughts in written English** (check one)

- With fluency and facility
- With ease but ungrammatically
- On an elementary level only
- No ability

**II. ADDITIONAL TRAINING:**

**A.** In your opinion, how much additional English training does this candidate require to undertake graduate-level study in U.S. institutions of higher learning? • None • Number of weeks \_\_\_\_\_ • Number of months \_\_\_\_\_

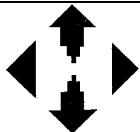
**B.** What English language study is the candidate planning to take before coming to the U.S.? \_\_\_\_\_

**EVALUATION AND REPORT PREPARED BY:**

Name (print) \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

Signature (in INK) \_\_\_\_\_ Title \_\_\_\_\_



**APPLICATION FOR ADMISSION TO THE  
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FOR MID-CAREER PROFESSIONAL STUDY IN THE UNITED STATES**

**8**

**TYPE OR COMPUTER-GENERATE IN ENGLISH ONLY USING BLACK INK**

**CONFIDENTIAL LETTER OF REFERENCE FROM CURRENT EMPLOYER**

**This letter of reference must be written by the applicant's current supervisor in his/her professional position.**

If this letter is not written in English, an accurate translation must be attached.

Name of Applicant _____	Country _____
-------------------------	---------------

Name and Title of Evaluator \_\_\_\_\_

Organization or Employer \_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_

Your Signature \_\_\_\_\_ Date \_\_\_\_\_  
(In ink)

**PROGRAM DESCRIPTION**

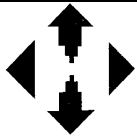
The Humphrey Fellowship Program provides mid-career professionals from designated countries of Africa, Asia, Latin America, the Caribbean, the Middle East, and Eurasia with an opportunity to enhance their professional capabilities through participation in specialized 10-month programs developed specifically for small clusters of Humphrey Fellows at selected U.S. universities. Primary funding for the Humphrey Program is provided by the U.S. government through the United States Department of State. The Institute of International Education (IIE) administers the program on behalf of the State Department.

The types of university programs arranged for Humphrey Fellows depart from a traditional discipline-oriented focus and have a problem-solving and experience-sharing emphasis. The programs are not degree-related and not aimed at providing scholarly preparation or basic training in a field. The objective is to provide Humphrey Fellows with an overall experience that broadens their perspectives, enhances their capability to assume greater career responsibilities, and provides opportunities to establish useful professional contacts. To accomplish these objectives, programs are designed to include various combinations of course work, independent projects, internships, consultations with U.S. faculty or experts, field trips, and seminars. Under the guidance of a designated faculty advisor or "coordinator," Fellows plan programs that best suit their individual career development needs.

I. In the rating chart below, please evaluate the applicant in comparison with other professionals whom you have known during your career.

	Excellent	Very Good	Average	Below Average
Intellectual Ability				
Knowledge of Field				
Work Habits				
Seriousness of Purpose				
Commitment to National Development				
Resourcefulness and Initiative				
Emotional Maturity				
Adaptability to New Situations				
Leadership Qualities				

(Please, turn over)



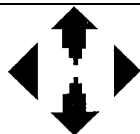
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**8A**

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- II. Please assess the candidate's suitability for the Hubert H. Humphrey Fellowship Program based on his/her educational background, work experience and individual needs for career development. (A description of the Humphrey Program is on the front of this page.) Include a candid evaluation of the applicant's ability to pursue serious academic work in the context of a mid-career professional program. Indicate also how this program will directly benefit not only the candidate's career but also his/her country and society. Also discuss the candidate's leadership potential and commitment to public service. (Your comments should be continued on a separate sheet if more space is needed.)

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**APPLICATION FOR ADMISSION TO THE  
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FOR MID-CAREER PROFESSIONAL STUDY IN THE UNITED STATES**

**9**

**TYPE OR COMPUTER-GENERATE IN ENGLISH ONLY USING BLACK INK**

**CONFIDENTIAL LETTER OF REFERENCE**

**This letter of reference must be written by a professor, professional mentor or other associate outside the candidate's current work setting. Personal friends or family members are not acceptable references.** If this letter is not written in English, an accurate translation must be attached.

Name of Applicant \_\_\_\_\_

Country \_\_\_\_\_

Name and Title of Evaluator \_\_\_\_\_

Organization or Employer \_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_

Your Signature \_\_\_\_\_ Date \_\_\_\_\_  
(In ink)

**PROGRAM DESCRIPTION**

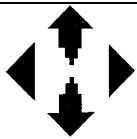
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Emotional Maturity				
Adaptability to New Situations				
Leadership Qualities				

(Please, turn over)



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HUBERT H. HUMPHREY FELLOWSHIP PROGRAM  
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**9A**

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